



NEWS MEDIA ACCESS

Directive 3 – 106

Date Issued: July 2013 Amends/Cancels: G.O. 09-05

I. PURPOSE

The purpose of this Directive is to:

- A. Standardize procedures for media access in and around DGS-MCP buildings.
- B. Ensure safety and privacy for the occupants of DGS-MCP secured buildings as well as providing an orderly work environment.

II. POLICY

It shall be the policy of DGS-MCP that the building access to the media will be limited to that of the general public.

III. PROCEDURES

- A. Media interviews outside the Building
 - 1. Members of the media are entitled to interview employees on various topics outside of DGS-MCP secured facilities provided they do not block entry/egress to the facility.
 - 2. From time to time the media may choose to conduct a live remote outside of a DGS-MCP managed facility. This will be permitted as long as vehicular traffic is not impeded and building entry/egress is not blocked.
 - 3. DGS-MCP will interact with the media anytime they are present at a DGS-MCP secured facility. They must ascertain the reporter's name, media outlet, interview topic and forward it to supervision. Supervision will in turn forward the information to the Detachment Commander. The Detachment Commander will notify Headquarters anytime the media is present.
 - 4. For the most part the media will be allowed to conduct interviews outside DGS-MCP secured facilities. Under NO circumstances will they be denied access without first conferring with Headquarters.

5. Photographs, video, video tapes, movie film or audio recordings for commercial purposes may only be made on DGS-MCP property with the approval of the building Superintendent.

B. Media request for interviews within a Building

1. The Police/Security Officer will obtain the name of the reporter, the news outlet, the name of the person to be interviewed and whether they have an appointment.
2. The Police/Security Officer will notify the Detachment Communication Center of the media's request. The PCO in turn will notify the Detachment Commander or his/her designee.
3. The Police/Security Officer or PCO will contact the person to be interviewed to determine if there is an appointment and if they want to speak to the media representative.
4. If the employee agrees to speak to the media advise them they should send someone to the front desk to escort them to the interview location. If the employee chooses not to speak to the media, advise the reporter of the interviewee's decision.
5. Under normal circumstances the media will not be allowed to wait inside the building for the interviewee. At this point, they should politely be asked to leave.
6. The media, like other members of the general public, may remain in open areas outside the building as long as they are not blocking entry/egress.

C. If the media refuses to leave the building:

1. The Police/Security Officer shall notify Detachment Communication Center and request a supervisor be dispatched.
2. The supervisor should reiterate to the media that the interviewee does not want to be interviewed and request they leave the building.
3. If the media continues to refuse to leave, supervision will immediately notify the Detachment Commander who in turn will notify Headquarters.
4. Situations of this nature will be handled on a case by case basis. No additional action will be taken at the Detachment level without first conferring with Headquarters.